



# CITY OF SUGAR LAND

## DEVELOPMENT SERVICES DEPARTMENT MECHANICAL PERMIT APPLICATION

PROJECT ADDRESS: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

SUBDIVISION : \_\_\_\_\_ VALUATION : \_\_\_\_\_

OWNER NAME : \_\_\_\_\_ PHONE : (\_\_\_\_) \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HVAC CONTRACTOR : \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS : \_\_\_\_\_ STATE : \_\_\_\_\_ ZIP : \_\_\_\_\_

STATE LICENSE # \_\_\_\_\_ APPLICATION # : \_\_\_\_\_

DESCRIPTION OF WORK : \_\_\_\_\_

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### REQUIREMENTS PRIOR TO ISSUANCE OF PERMITS

ALL CONTRACTORS SHALL PROVIDE A CURRENT CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY, MINIMUM \$300,000, NAMING THE CITY OF SUGAR LAND AS CERTIFICATE HOLDER. ADDITIONALLY, ALL CONTRACTORS SHALL PROVIDE A COPY OF STATE LICENSE REGISTRATION.

### \* \* \* \* \* CONSTRUCTION PLANS \* \* \* \* \*

CONSTRUCTION DRAWINGS SHALL HAVE BEEN APPROVED PRIOR TO ISSUANCE OF ANY PERMITS. ALL PLANS AND WORK SHALL COMPLY WITH 2000 INTERNATIONAL CODES, AND THE 1999 NATIONAL ELECTRICAL CODE.

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I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE WORK WILL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Fee Schedule: \$10 base fee, plus \$10 for the first \$1,000 of the job valuation, plus \$2 for each additional \$1,000

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

## **Insurance Requirements**

**Homeowners should submit a copy of their homeowners policy with the application.**

**Contractors the following requirements apply:**

### **Sugar Land Development Code**

#### **Chapter 7**

#### **Article II. Buildings**

#### **Section 7-16. Code Amendments**

105.8. **Insurance Required.** As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

#### **The Certificate Holder Box Must Read:**

<b>Certificate Holder Box</b>
<b>City of Sugar Land Attn: Development Services P.O. Box 110 Sugar Land, TX 77487</b>

**Proof of insurance can be faxed to (281) 275-2371.**